### 2015 COMMUNITY ENVIRONMENTAL PROJECT FUND APPLICATION

All the Document referred to here can be found at: http://www.dnrec.delaware.gov/Info/Pages/DNREC-Secretarys-Orders.aspx

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### About the Community Environmental Project Fund

The concept of the Community Environmental Project Fund was borne in the House of Representatives in 2003. Legislators sought a strategy to support the restoration of the environment in communities that were damaged by environmental pollution. For the past ten years The Department of Natural Resources an Environmental Control had collected on average, \$500,000 each year in penalties imposed on companies responsible for violations of environmental laws. House and Senate Representatives were exploring legislative approaches to use penalty funds and constructively, and empower local organizations to address the environmental affairs of their communities.

The Community Involvement Advisory Council (CIAC) is a Governor- appointed body that is responsible for advising the DNREC Secretary on matters of community engagement. The Mission of the Council is to increase community involvement and the access of information to communities. In the process of engaging and informing communities, the CIAC is charged with ensuring that every community has access to the programs and services of the Department.

In October 2003 a member of the Council suggested that the sponsors of the bill should attend a meeting of the Council to receive their input on the proposed legislation. Sponsors from the House and Senate attended the CIAC meeting to explain their intention in drafting House Bill 192 (Attachment A).

In theory, HB 192 is a model of restorative justice. Restorative Justice is a theory of law that emphasizes repairing the harm caused, or revealed by criminal behavior. The central idea of the proposed law was to return a portion of the funds collected by the Department to the communities where the violations occurred. Their emphasis was on generating resources for environmental projects that could rectify the harm inflicted on communities by environmental pollution. "If the bill passes, twenty-five percent of the total penalty assessed will be dedicated to projects in the affected community; the other seventy-five percent of the total penalty assessed will be allocated by the Department to other projects."

The Community Environmental Project Fund was established in 2004 with the passage of HB 192. It enables the Department of Natural Resources to transfer 25% of all the civil and administrative penalties collected by the Department into a special fund. As the legislature originally intended, The "Fund" supports Community Environmental Projects that restore and enhance the environment in communities impacted by environmental pollution.

HB 192 defines Community Environmental Projects as initiatives undertaken for the purposes of:

- 1. **Pollution Mitigation** Projects that eliminate, minimize or abate pollution, or improve conditions within the environment in order to eliminate or minimize risks to human health.
- **2.** Environmental Enhancement Projects developed for the enhancement of natural resources, improvement of indigenous habitats, or creation of recreational opportunities for the citizens of Delaware.

The bill established the authorities and process for grant-making decisions. The DNREC Secretary is the final authority in all CEPF matters. The CIAC would serve in an advisory role to the Secretary. The Council also became responsible for the management, intake, screening and ranking of CEPF grant applications. HB 192 requires the Secretary to confer with the CIAC in determining whether a proposed project is within the community where an infraction or violation occurred. Upon completion of their review, The CIAC is responsible for sending a set of funding recommendations to the DNREC Secretary for the final decision.

Spurred by increasing demands for funding between closely situated communities, the General assembly amended HB 192 in 2011 to strengthen the mandate for grant-making to impacted communities.

HB 197 (Attachment B) requires the DNREC Secretary to create a record of the location of each violation. The state's four major Drainage Basins; the Piedmont, Delaware Bay, Chesapeake Bay, and the Inland Bays/Atlantic Ocean drainage basins were established as the geographic boundaries for determining the location of violations. It instructs the Secretary and the CIAC to consider the location of a violation in the grant-making process, and to give priority to the community that is *most* impacted by a specific violation.

The passage of HB197 gave more weight to the responsibility to inform communities, and to assure access to all the services and programs of the Department. In response to the legislature's demands, the CIAC developed the Online Penalty Deposit Spreadsheet. The Spreadsheet is the document provided for applicants to identify the funds available to impacted communities throughout the state. All of the information provided on the spreadsheet is pulled from the Secretary's Orders.

A Secretary's Order is a record of facts, background and findings of every violation of environmental laws and regulations. In the process of researching and identifying sources of funding for community projects, the Penalty Spreadsheet reveals all of the regulatory, permitting and enforcement actions of the Department is revealed to CEPF applicants.

There is no more comprehensive source of information throughout the entire Department of Natural Resources and Environmental Control, than the Online Penalty Spreadsheet. One click provides access to Secretary's Orders, the names of the party responsible for the infraction of environmental law(s), the location and nature of the violation, the drainage basin in which it occurred, the revenues available for CEPF projects as a result of the penalty, and finally the distance between the violation and communities throughout the state.

Since 2004 the CEPF has contributed over \$6 million, an average of about \$500,000 to communities impacted by environmental pollution. The DNREC Secretary and the Community Involvement Advisory Council welcome you to this opportunity to restore and enhance your community with CEPF resources.

### INFORMATION FOR APPLICANTS

The eligibility criteria for Community Environmental Projects are:

- A. IRS tax-exempt status or a formal Fiscal Sponsorship Agreement.
- B. DNREC Project Sponsor
- C. A 25% match in funding, volunteer support, services, or donated supplies
- D. Mandatory project presentation by the applicant at a scheduled Community Involvement Advisory Council (CIAC) meeting.

### A. Organizational Eligibility

IRS Tax-exempt organizations are eligible for up to \$20,000. These include; civic and community organizations, educational institutions, counties, municipal governments, state agencies and quasi-state agencies that represent the community where the infraction(s) or violation(s) occurred and that resulted in a civil or administrative penalty.

During the 2015 cycle eligibility unincorporated non-profit organizations which do not have tax-exempt status, are eligible for to apply for CEPF grants up to \$10,000 under the terms of a **Fiscal Sponsor Agreement** with a tax-exempt organization.

### Fiscal Sponsorship \$10,000 Limit

Unincorporated, or Not-For-Profit organizations that do not have tax-exempt status are eligible for up to \$10,000 by submitting their application under the terms of a Fiscal Sponsor Agreement with a tax-exempt organization. A Fiscal Sponsorship Agreement is a contractual agreement between a tax-exempt organization and an organization which does not have tax-exempt status. In exchange for a negotiated fee, the tax exempt organizations agrees to administer the grant funds on behalf of the unincorporated organization and take responsibility for financial management and reporting.

The Fiscal Sponsor Agreement and the following documents must be included as an attachment to the CEPF application:

- CEPF project budget
- Current NFP annual budget
- Most recent NFP annual audit
- Most recent NFP IRS 990 Report

Sample Fiscal Sponsor agreements can be found at the Foundation Center:

http://grantspace.org/Tools/Knowledge-Base/Individual-Grantseekers/Fiscal-Sponsorship/fiscal-sponsorship.

### **B. DNREC Project Sponsor**

A DNREC Project Sponsor is required for all CEPF-funded projects. Project Sponsors are DNREC staff who are subject matter experts on the environmental issue(s) addressed by the CEPF project. The DNREC Sponsors assist CEPF grantees in the planning and implementation of their CEPF project. DNREC Project Sponsor assistance includes:

- Advising the applicant of Best Management Practices (BMP), assuring that CEPF projects make use of environmentally and technically sound approaches.
- Referring applicants to qualified environmental expertise
- Helping applicants to develop a realistic project plan, budget, and timeline for implementation.
- Sharing their knowledge about market prices for vendors, supplies and equipment.
- Identifying appropriate project partners and opportunities for DNREC involvement
- the project can result in additional monitoring visits, or other remedies for non-compliance

### C. Matching Funds

The applicant must provide a 25% match of the CEPF project budget in funding, volunteer support, services, or donated supplies. The most recent value of volunteer labor calculated \$23.02 (http://independentsector.org/volunteer\_time#sthash.llzOlpNC.dpbs)

### D. Community Involvement Advisory Council CEPF Presentation

CEPF applicants are required to attend a CIAC the October 19, 9:30 AM meeting of the Community Involvement Advisory Council to make 10-15 minute presentation of their CEPF project and respond to questions from CIAC members and DNREC staff. The presentation is taken into consideration for the Council's recommendation to the Secretary.

The meeting location will be announced.

### **Application Submission Instructions**

1. Deadline: Monday October 11, 2015 by close of business, 4:30 PM. Please submit the application and the following by mail, or electronically to:

Attention: Nicole Bixby, CIAC Administrative Support
Office of Community Services
23530 Campbell Court
Georgetown Delaware 19947
Nicole.Bixby@state.de.us

- 2. Cover Sheet
- 3. Grant Application
- 4. Attachments:
  - IRS Determination Letter
  - Itemized organizational budget for the current fiscal year
  - Audited financial statements or IRS form 990
  - Fiscal sponsor agreement, if applicable
  - Grant In Aid Financial statements, if applicable
  - List of the 3 largest funders during the last fiscal year
  - Annual report or summary of the last year's activities
  - Current board list and affiliations
  - Description of key staff and leadership
- 5. Letters of Agreement From all collaborating organizations
- 6. Report on previous CEPF Funding
- 7. Complete Application No exceptions

### A. COVER SHEET

ddress:					
ity:			State:	Zip:	
hone:	Fax:	Email:			
		Project Info	ation		
		Project Infor	mation		
	describe your organication describe your organication describe your described.	anization's miss	ion, history, a	nd environme	ntal activi
in the s	space provided.				
2. What i	s the nature of you	r project?			
Environ	nmental Enhancemen	nt 🔲 Pollution N	Mitigation	Recreati	onal
Collabo	orative Partnership	Technical	Assistance	Planning	Train

	A. Hov	w will you atta	of your projectin the required		r your proj	ect from th	e penalty
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				Total Distance	e		
				Total Revenue	<b>e</b>		
6.	Ombud A. Nan		need assistance	t Sponsor. Conta at 302-739-9000		REC Comn	nunity
			<u>Organiz</u>	zational Informa	tion		
7.		ı a tax exempt ination letter.	organization?	Please attach th	e organizat	tion's IRS	
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	attach a signed letter o unity Environmental I		orizing your applicat	ion for
10. Amou	nt of your current org	anizational budge	t: \$	
11. Percer	stage of each funding s	ource:		
Foundatio Fundraising Other:	n Government	Corporate	Member Dues	-

### 12. Tell us about your board and staff:

	Total Number	Full Time	Part Time
Staff			
Board of			
Directors			
Project			
Committee			
Project			
Volunteers			

### **B. PROJECT NARRATIVE**

- 1. Project Title.
- 2. Please give a brief history of your organization, including why it started, recent activities and accomplishments.
- 3. Describe the structure of your project team, including staff, board, committees, membership, etc. Explain what groups or individuals are responsible for planning, making decisions and for carrying out the proposed work.
- **4.** What is the environmental issue that your organization is going to address? How does it affect your community? What has your organization identified as the cause of the problem?
- 5. What is the community and the population that is most affected by the problem. Please identify the drainage basin and geographic boundaries of the community as you define it. Please provide a demographic description of the population (s) most affected.
- **6.** Describe the strategy or approach of your organization to address the problem. Is this a new or innovative approach to addressing the problem? How will this approach address the cause of the problem?
- 7. Describe how the work will be evaluated.
- **8.** What is your organization's fundraising plan for this project? What other sources of funding have you identified to complete or sustain the project?
- **9.** Start date/End date?
- 10. Please attach the Fiscal Sponsor agreement on page 16 with the signatures of your Project Sponsor and their supervisor.
- 11. Please enclose the required attachments:
- IRS Determination Letter
- Itemized organizational budget for the current fiscal year
- Audited financial statements or IRS form 990
- Fiscal sponsor agreement, if applicable
- Grant In Aid Financial statements, if applicable
- List of 3 largest funders during the last fiscal year
- Annual report or summary of the last year's activities
- Current board list and affiliations
- Description of key staff and leadership

### C. Project Budget

### The Penalty Deposit Spreadsheet (Attachment C)

The Penalty Deposit Spreadsheet is the document provided for applicants to identify the funds available to impacted communities throughout the state.

The information it provides is drawn from A Secretary's Order and laid out in bold columns across the top of the spreadsheet.

The "Secretary's Order" column refers to the identification number of the written decision of the DNREC Secretary to act on behalf of the Department. All Secretary's Orders are available for review at: http://www.dnrec.delaware.gov/Info/Pages/DNREC-Secretarys-Orders.aspx

"Responsible Party" provides the identity of the organization that committed the violation. It sets out the facts, findings and details of the regulation that was violated by the Responsible Party.

"Location" provides the physical address of the violation. The Merit Oil and University of Delaware violations occurred at multiple locations. Applicants are limited to claiming the portion of the penalty that occurred within the Drainage Basin where their project is located.

"Municipality" identifies the town or city where the violation occurred.

A "Drainage Basin" technically refers to the geographic area to which surface water drains into a body of water. In terms of this CEPF application, the Drainage Basin is the geographic location of your project. This the community that was adversely impacted by the environmental pollution released there. impacted and which has been adversely impacted by a violation.

"Revenue" is the 25% portion of the total fine that has been deposited into the CEPF.

### **Description of Eligible Project Costs**

### A. CEPF Funds May Be Used to Cover:

- 1. Costs for equipment (purchase or rental) supplies, materials and related services required to conduct the project
- 2. Communication costs directly related to the project.
- 3. Travel costs related to the project.
- 4. Insurance costs

### B. CEPF Funds May Not Be Used to Cover:

- 1. Administrative costs and overhead. These are expenses that are incurred for the general operation of the organization. They include:
  - Liability Insurance for directors, officers and staff

- Rent
- Utilities
- Office Supplies unless those costs are incurred solely for the CEPF project.
- Personnel costs for salaried, hourly or contractual staff time.
- Fringe Benefits
- 2. Expenses incurred by the fiscal sponsor for administering the grant
- 3. Costs that are paid for by other funding sources
- 4. Debts incurred prior to the start date of the project.
- 5. Legal costs related to participation in an action before a municipal, state or federal court or other agency.
- 6. Multiple applications from a single organization
- 7. Lobbying
- 8. Fundraising, alcoholic beverages

### C. Bidding Thresholds for the purchase of goods and services:

Applicants must observe State of Delaware Purchasing Procedures and Bidding Thresholds for the purchase of goods and services:

### A. Material and Non-Professional Services

- Less than \$10,000 Open Market Purchase
- \$10,000 \$24,999 3 Written Quotes
- \$25,000 and over Formal Bid.

### **B. Public Works**

- Less than \$25,000 Open Market Purchase
- \$25,000 \$49,999 3 Letter Bids
- \$25,000 \$49,999 3 Letter Bids.
- \$50,000 and over -Formal Bid

### C. Professional Services

- Less than \$50,000 Open Market
- \$50,000 and over Formal RFP Process

Pr	oject Income/Revenue	Committed	Pending
1.	Community Environmental Penalty Fund		
2.	Foundation Support		
3.	Federal, State or Local Grants		
4.	Corporate Support		
5.	Membership Dues/Individual Donations		

6.	Program/Service Fees		
7.	In – Kind Support		
	<u></u>		
8.	Other Sources (please describe)		
	-		
9.	Total Income/Revenue	-	
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Project Expenses	Total Expenses	Expenses Covered by Requested Grant
10. Professional Fees (Contract, Consultant)		•
11. Staff		
12. Supplies (Consumable)		
13. Telephone		
14. Meetings/Conferences		
<b>15.</b> Training		
<b>16.</b> Evaluation		
17. Equipment Rental		
18. Miscellaneous Expenses		
19. Total Expenses		

### **Budget Detail Worksheet**

**20. Professional Fees** – Describe the rate of pay for the professional fees or contract. Attach a copy of your proposed or completed contract.

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TOTAL			
22 Staff Identify each staff neuron involved in the ancient had a second of the Di			
22. Staff – Identify each staff person involved in the project by hours and rate of pay. Please attach a description of their responsibilities for the project.			
attach a description of their responsibilities for the project.			
Name/Position Hours/Rate of Pay			

attach a description	of their responsibilities for the project.	
Name/Position	Hours/Rate of Pay	

	TOTAL	
onsumable Supplies. These include items consumed by use dur	ing the course of	the
roject. There are three types of supplies which might appear in ve	our budget: 1. Of	ffice

**21. Consumable Supplies.** These include items consumed by use during the course of the project. There are three types of supplies which might appear in your budget: 1. Office supplies. For example, pens, stationary, computer supplies, paper clips etc. 2. Copying Supplies 3. Project-related supplies

List Items	Describe use	
Computation		
_		
	TOTAL	

23. Equipment Lease/Rental. Explain how the equipment is necessary for the success of the project.

List Items	Describe Use	
Computation		
	TOTAL	

### **ATTACHMENT A**



SPONSOR: Rep. Lavelle & Rep. Smith & Rep. D. Ennis & Rep. Valihura & Sen. Henry & Sen. Cloutier; Reps. Booth, Buckworth, George, Hudson; Sens. Amick, Connor, Peterson, Simpson

### **HOUSE OF REPRESENTATIVES**

### 142nd GENERAL ASSEMBLY

HOUSE BILL NO. 192 AS AMENDED BY HOUSE AMENDMENT NO. 1

AN ACT TO AMEND TITLE 7 OF THE DELAWARE CODE ESTABLISHING A COMMUNITY ENVIRONMENTAL FUND.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Section 1. Amend § 6005, Title 7 of the Delaware Code, by inserting the phrase "75 percent of" between the words "or" and "civil" as they appear in subsection (d) thereof.

Section 2. Amend Chapter 60, Title 7 of the Delaware Code, by inserting therein a new § 6041 as follows:

"§ 6041. Civil and Administrative Penalties; Community Environmental Project Fund.

- (a) There is hereby established a Community Environmental Project Fund, referred to herein as the "Fund". The Fund shall be held as a separate account within the Department and may be invested by the State Treasurer in securities consistent with investment policies established by the Cash Management Policy Board.
- (b) The Fund shall consist of 25 percent of all civil or administrative penalties collected by the Department pursuant to §§ 4015, 6005, 6617, 7011, 7214, 7906, 9109, or 9111 of this Title. Twenty-five percent of such civil and administrative penalties are hereby appropriated to the Fund, subject to the requirements of this section.
- (c) Moneys shall be expended from the Fund only for Community Environmental Projects, referred to herein as "Projects". As used herein the term "Community Environmental Project" means a project that is undertaken for the purpose of effecting pollution elimination, minimization, or abatement, or improving conditions within the environment so as to eliminate or minimize risks to human health, or enhancement of natural

Page 1 of 2

LC: TJSIII: RAY:1901420130 LC: WGF: RAY:0561420072 resources for the purposes of improving indigenous habitats or the recreational opportunities of the citizens

of Delaware. The Secretary may, by regulation, provide for further definition of such Projects.

(d) The Fund shall be expended on Projects within the same community where the infraction(s) or violation(s)

occurred that resulted in the civil or administrative penalty. The determination of whether a proposed

Project is within the community, where an infraction or violation occurred shall be determined in the

reasonable discretion of the Secretary, after consultation with the Community Involvement Advisory Board

established under § 8016A of Title 29. No provision of this section shall be construed to require the

Department to expend funds from the Fund in the absence of a suitable Project within the community where

the violation or infraction occurred. The Secretary may also determine that the requirements of this

subsection cannot practicably be met with respect to expenditures from the Fund associated with a penalty

from a facility or location because such amount is insufficient or too large to be an appropriate expenditure.

The expenditure of funds required under this subsection may be waived by the Secretary, with the

concurrence of the Budget Director and Comptroller General.

(e) In the event that the requirements of this § conflict with applicable federal or State of Delaware requirements

pertaining to the establishment and collection of penalties or other assessments by the Department, such

requirements shall take precedence over the conflicting requirements of this §.

(f) The Department shall submit quarterly reports on the progress of the expenditures and/or projects conducted

with the Community Environmental Project Fund to the Governor and members of the General Assembly.

All of the expenditures made by or on behalf of the Fund, together with an explanation the process utilized

for selecting and prioritizing Projects, shall be reported annually to the Joint Finance Committee in the

Department's budget presentation."

Section 3. This Act is effective upon its enactment into law. This Act shall not apply to funds collected prior to its

effective date.

### **ATTACHMENT B**



SPONSOR: Rep. Longhurst & Sen. McBride Reps. Lavelle, Mitchell, Schwartzkopf, Walker, J. Johnson, D.E. Williams; Sens. Connor, Sokola

### HOUSE OF REPRESENTATIVES

146th GENERAL ASSEMBLY

HOUSE BILL NO. 197 AS AMENDED BY SENATE AMENDMENT NO. 1

AN ACT TO AMEND TITLE 7 OF THE DELAWARE CODE RELATING TO THE COMMUNITY ENVIRONMENTAL PROJECT FUND.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Section 1. Amend § 6042(d), Title 7 of the Delaware Code by deleting the first two sentences in subsection (d) in their entirety and substituting in lieu thereof the following:

"(d) The Secretary, after consultation with the Community Involvement Advisory Council, shall give priority to Community Environmental Projects which benefit communities that are most impacted by specific infraction(s) or violation(s). Specifically, the Secretary, at his or her discretion, shall determine whether a proposed Project is located within the watershed or airshed adversely affected by a violation or infraction as part of the evaluation process. The Secretary shall ensure that records identify the location of each civil or administrative penalty."

HD: AWS: TEH:1031460123 LC: JWH: RAY:0661460120

### ATTACHMENT C

### 2015 Community Environmental Project Fund Penalty Deposits

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# Please Go to Link to Review Secretary's Order Information: http://www.dnrec.delaware.gov/Info/Pages/DNREC-Secretarys-Orders.aspx

### 2015 Community Environmental Project Fund Penalty Deposits

1				1	
	\$1,593.00	\$1,750.00	\$7,625.00	\$1,925.00	\$750.00
	Delaware Bay	Piedmont	Delaware Bay	Piedmont	Piedmont
	Milford	Wilmington	Delaware City	Newark	Wilmington
	700 S. Washington St. Milford, DE 19963	104 Hay Road Wilmington, DE 19809	780 Schoolhouse Road Delaware City, Delaware, 19706	5 Marrows Road Newark, DE 19714	5801 Kirkwood Hwy 19801
Permit violation involving the release of particulate matter in excess of permit limit	Administrative Penalty Order Violations of Underground Storage Tank and Vapor Recovery regulations	Air Quality Administrative Penalty Order Permit violation involving the release of particulate matter from baghouse system	Air Quality Administrative Penalty Order Regulatory and permit violations involving the release of Hazardous Air Pollutants	Waste & Hazardous Substances Administrative Penalty Order Violations of DE Regulations Regarding Hazardous Waste (DRGHW)	Waste & Hazardous Substances Administrative Penalty Order Regulatory and permit violations involving; Financial Responsibility, and Underground Storage Tank Record-Keeping regulations, and construction permits
	Wilkins Fuel Co.	DuPont Edgemoor Plant	Formosa Plastics Corp.	E.I. DuPont De Nemours & CO. DuPont Performance Polymers	Merit Oil of Delaware
	2010-A-0004	2012-A-0046	2012-A-0038	2012-WH-0044	2012-WH-0035
	2/14/13	12/27/12	12/27/12	12/21/12	10/23/12
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# Please Go to Link to Review Secretary's Order Information: http://www.dnrec.delaware.gov/Info/Pages/DNREC-Secretarys-Orders.aspx

## 2015 Community Environmental Project Fund Penalty Deposits

10	<b>10</b> 10/10/12	2011-WS-0008	Signature Design	Water Resources	126 Aster	Old New Castle	Delaware	\$2,500.00
			Homes	Sediment and Stormwater	Boulevard, New		Вау	
				Regulations violations	Castle DE 19720			
11	9/21/12	2012-WH-0032	University of	Hazardous Waste	Georgetown	Georgetown	Inland Bays	\$1,700.00
			Delaware	Administrative Penalty Order	19947	Lewes		
				Violations of DE Regulations	Lewes 19958	Newark	Inland Bays	
				Regarding Hazardous Waste	Newark 19716			
				(DRGHW)			Piedmont	
12	5/15/12	2010-WM-0045	Pat's Aircraft	Hazardous Waste	21652	Georgetown	Inland Bays	\$1,250
				Administrative Penalty	Nanticoke Ave			
				Assessment	Georgetown DE			
				Violations of DE Regulations	19947			
				Regarding Hazardous Waste				
				(DRGHW)				
14	1/13/12	Consent Decree	E.I. DuPont De	Water Resources	Edge Moor	Wilmington	Piedmont	\$11,982.41
		Civil Action No.	Nemours & CO.	Civil Action	Plant			
		11-1057-SLR		Violation of Consent Decree	104 Hay Road			
				involving Storm Water	Edge Moor, DE			
				Discharges and National	19809			
				Pollution Discharges				
				Elimination Systems (NPDES)				

For More Information

http://www.dnrec.delaware.gov/ciac/Pages/CIAC.aspx

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